

FIRE PREVENTION EDUCATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized, non-supervisory position in the fire department, the primary duties of which include coordinating public fire education on fire safety, as well as developing fire prevention education programs for the community. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Education Officers work independently in most areas with work reviewed by and special assignments received from the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire prevention and public fire education division, sets goals and objectives for the division, and recommends management policies to the Fire Chief. Conducts research, oversees the planning for activities of the division, and monitors local conditions which may become safety hazards. Inspects division operations, evaluates their effectiveness, and makes changes to problem areas. Evaluates new laws or regulations to see if changes to fire prevention policy are needed. Participates in meetings and studies current literature to keep informed on modern fire prevention methods and administrative practices. Reviews incoming communications related to fire prevention, routes assignments to the correct personnel, and reviews incident reports written by fire suppression personnel.

Develops a fire prevention education curriculum, determines the specific content of fire safety messages, and produces instructional materials for training. Analyzes fire hazard records. Trains personnel and the community in the fire safety education program. Evaluates impact of the public fire education program and modifies the program if necessary. Writes speeches, delivers demonstrations, and submits public service announcements and news releases on fire safety. Represents the fire district at local, parish, and regional meetings as assigned, as well as on fire prevention and public education task forces and associations. Informs the public on injury prevention, fire hazards, and built-in fire protection. Provides information about firefighter protective gear and utilizes fire incident information to customize fire protection education. Receives complaints from the public on possible violations of fire codes and works with companies in developing solutions to fire prevention problems. Collects information for pre-fire plans by visiting businesses, schools, and

other places of public assembly. Installs smoke detectors and performs other miscellaneous fire safety duties. Coordinates the work of the department with other agencies and responds to questions from the public about fire prevention. Conducts tours of the department, schedules field trips, and arranges for instructional materials for groups. Acts as a consultant for volunteer fire departments in surrounding areas.

Establishes what information should be included in department records for the fire prevention division and establishes policy concerning in what form the information should be kept. Provides for the maintenance of department records. Compiles, organizes, and analyzes data, and personally completes any forms and records assigned. Writes requests for funds to aid in the operation of the department, writes articles for publication, and writes letters to address needs of the division. Completes and reviews training forms, inputs them into the computer system, and reviews fire district NFRIS. Prepares and submits an operating budget for the division, reviews purchase requisitions and submits them to the proper authority.

Inspects fire prevention equipment to ensure that it meets any applicable standards, reviews products with sales people, and recommends equipment purchases. Maintains an inventory of supplies and equipment, orders supplies for the division, and distributes them to the appropriate personnel.

Responds to all emergency calls and performs size-up of emergency scene. Directs protection of exposures, first aid operations, and takes charge of all safety procedures at the scene. Supervises the handling of hazardous materials emergencies and maintains communications between the fire scene and other authorized personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be at least twenty-one (21) years of age.